



**CHESHAM PREPARATORY SCHOOL  
JOB DESCRIPTION**

**PRIMARY CLASS TEACHER YEARS 1-4**

**Responsible to:** The Headmaster/Deputy Head/Head of Junior School

**A Primary Class Teacher Years 1-4 is expected to carry out all of the following duties:**

**Teaching**

- Plan and prepare lessons in conjunction with others in the department and liaise with Heads of Department, the Head of Junior School, and the Learning Support Department as necessary.
- Teach stimulating lessons, tailoring objectives to the educational needs of the pupils assigned to the class and in an holistic manner which will enable each child to achieve (relative) excellence in all areas of the curriculum.
- Set and mark work carried out by the pupils in school and elsewhere. This requires up-to-date knowledge of the national curriculum and teaching according to the school's agreed programmes of study.
- Assess, record, and report on the individual development, progress and attainment of pupils according to the school's agreed policy. Make records and report on the personal and social needs of pupils according to the school's agreed policy.
- Differentiate within the classroom to meet the needs of pupils with a wide range of abilities and specific learning difficulties.
- Take advice and instruction from Heads of Departments with regards to departmental schemes of work, maintenance of records and care of resources etc.
- Notify the Head of Junior School of any children experiencing difficulty with a subject which is a concern or requires additional support.
- Communicate with, and counsel, parents of pupils, where necessary having sought the guidance of the Head of Junior School.
- Participate in meetings relating to matters academic, pastoral or administrative.
- Be responsible for an extra-curricular club on a weekly basis.

**Supporting the School**

- Attend assemblies, register the attendance of pupils when required and supervise pupils, whether these duties are to be performed before, during or after school time.
- Maintain confidentiality about home-school/pupil-teacher/schoolwork matters.
- Carry out school duties and participate in the school activity programme as reasonably requested by the Headmaster or Deputy Head.
- Complete any other task as reasonably directed by the Headmaster, in the best interest of the pupils and the school.

- Communicate regularly and freely with other teachers; exchange views on teaching methods and individual children. Embrace new practices as and when appropriate.

### **Discipline, Health and Safety**

- Demand high standards of work and behaviour and where these are not observed use encouragement and where necessary sanctions to obtain the required improvement.
- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and of safe methods of working in such areas where potential hazards exist.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Notify the Designated Safeguarding Lead of any concerns regarding children's safeguarding or welfare.
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. Co-operate with the Headmaster, the Bursar and members of the Senior Management Team in order to enable the Governors to comply with health and safety duties, reporting any risks or defects to the Bursar.

### **Professional Development**

- Partake in the school Appraisal and Professional Development scheme as implemented by the Headmaster and School Governors.
- Attend all INSET days as requested by the Headmaster.
- Review from time-to-time personal methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development as a teacher.

### **Professional Standard**

- Behave professionally at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain acceptably high personal standards of appearance, behaviour and punctuality, both in and out of the classroom. Set a good example for all children to follow.
- Adhere to appropriate and relevant school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.

**This role is a regulated activity as defined by the disclosure and barring service.**